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ABSTRACT

The document contains titles of materials in career/vocational education for the handicapped which are available at the West Virginia College of Graduate Studies (Institute, West Virginia). Section I provides the title, author, publisher, copyright date (when available), and brief description of approximately 140 instructional materials. A second section on professional references is subdivided into books and other publications (approximately 400 entries listing author if applicable, title, publisher, and date) and ERIC--Educational Resources Information Center--documents (approximately 140 entries with titles, author when applicable, and ERIC document number for ordering). A third section lists the titles of 68 journals and 7 abstract and index resources. Section IV provides the title, publisher, author, copyright date, and a brief description of 60 assessment instruments. The final section contains a list of publishers and addresses. (SBH)

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RESOURCE MATERIALS IN CAREER/VOCATIONAL EDUCATION FOR THE HANDICAPPED

by

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Project No. AH70611

West Virginia College of Graduate Studies
Institute, West Virginia

1979

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William Eddy kept the Project Director informed of materials that were available from throughout the nation in career/vocational education for the handicapped. Kay Bush, Amy Dowling, and Lisa Bourn assisted in annotating the materials and Lisa Bourn typed the manuscript. The graphics were provided by Leigh Taylor.

FOREWORD

This publication contains titles of materials which are available at the West Virginia College of Graduate Studies (COGS) to support the graduate program in Career/Vocational Education for the Handicapped.

The purpose of this publication is twofold. First, COGS utilizes a large number of adjunct professors to deliver graduate education to the students in its service area. This publication will provide the part-time teaching staff with a list of resources which are available to them and to the students in their classes. Secondly, this publication will be a good resource for professionals throughout the nation who are beginning to develop a similar graduate program.

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Instructional Materials

TITLE: A Good Worker

AUTHOR: Joan E. Henderson

PUBLISHER: Mafex Assoc.

COPYRIGHT: 1976

DESCRIPTION: A paperback workbook for teaching students about the characteristics of a good worker. Limited reading ability required.

TITLE: A Work Study Program Manual. Work Study Series.

PUBLISHER: Mafex Assoc.

DESCRIPTION: The series contains three texts: Occupational Education, Adult Living, Personal Psychology & Related Instruction.

TITLE: The ABC's of Getting & Keeping A Job

PUBLISHER: Eye Gate Media

DESCRIPTION: This series can be used in conjunction with such subjects as vocational guidance, occupational education, basic adult education, and social studies.

TITLE: Accent Educational Series

AUTHOR: Beatrice F. Dare

PUBLISHER: Follett Publ. Co.

COPYRIGHT: 1966

DESCRIPTION: This emphasizes Accent/ Personality & The World of Work.

TITLE: Accent Job Models

PUBLISHER: Follett Publ. Co.

DESCRIPTION: Describes various responsibilities of a service station attendent.

TITLE: Accent on Consumer Education

AUTHOR: H.W. Bohlman, E. M. Bohlman, H. M. Bohlman

PUBLISHER: Follett Publ. Co.

DESCRIPTION: These four booklets cover problem areas in personal and family money management; how to get the most for each dollar; how to safeguard income and property.

TITLE: Accent on Family Finances

AUTHOR: Clarion House (Prepared by)

PUBLISHER: Follett Publ. Co.

DESCRIPTION: These materials examine family budgeting and give detailed advice. The four booklets explore common money problems and develop solutions people might reach at different phases in their lives.

TITLE: Accent On Jobs & Job Models

AUTHOR: Clarion House (Prepared by)

PUBLISHER: Follett Publ. Co.

DESCRIPTION: These three booklets present lively stories about work experiences of young adults. Each five-part book contains exercises that require application of the info given in the text.

TITLE: Application Forms

AUTHOR: Ben Plitch

PUBLISHER: Frank E. Richards Publ. Co.

DESCRIPTION: A step by step approach to learning how to fill out employment application forms. Designed to help understand important application words and to learn to respond accurately to specific direction demands.

TITLE: Are You Looking Ahead?

PUBLISHER: Eye Gate Media

DESCRIPTION: This series presents a preview of some of the interesting job opportunities available to high school students. Emphasis is on the qualifications needed to get and to hold a job.

TITLE: The Bank Book

AUTHOR: John D. Wool

PUBLISHER: Frank E. Richards Pub. Co.

DESCRIPTION: A fully illustrated comprehensive work-text on understanding banking.

TITLE: Banking, Budgeting, & Employment

AUTHOR: Art Lennox

PUBLISHER: Frank E. Richards Pub. Co.

DESCRIPTION: A two-part worktext presenting in simplified form the terminology and procedure of banking, budgeting, and employment. Includes such common forms as are encountered in everyday life, blank form, completed forms, vocabulary lists, maze puzzles, worksheet questionnaires, exercises, and story problems.

TITLE: Be Informed Series

AUTHOR: Dianne Novakouski

PUBLISHER: New Readers Press

COPYRIGHT: 1967

DESCRIPTION: Helps adults and teenagers get the knowledge they need for successful living in today's world. It's packed with easy-to-read information on credit, housing, health, and community resources. There are 20 independent study units in the series. Each unit is a self-contained curriculum module.

TITLE: Before You Get A Job

AUTHOR: Bonnie L. Walker

PUBLISHER: Media Materials

COPYRIGHT: 1976

DESCRIPTION: Student lists skills, talents, and interests and matches them up with job possibilities.

TITLE: Big Blue Marble--Career Learning Center--Business and Offices

PUBLISHER: Xerox Publications

COPYRIGHT: 1975

DESCRIPTION: Discusses a career in business focusing on banking.

TITLE: Building Match-ups

PUBLISHER: Developmental Learning Mat.

COPYRIGHT: 1974

DESCRIPTION: This game is an approach in developing many important readiness skills such as matching, discrimination, memory and language.

TITLE: Building Trade Workers

PUBLISHER: Eye Gate Media

DESCRIPTION: This series introduces the student to the many job opportunities in the building trade. An extremely interesting set for young people.

TITLE: Campus Work Experience

AUTHOR: Esther O. Carson

PUBLISHER: Allen Co.

COPYRIGHT: 1962

DESCRIPTION: A work text to be used in high schools by the special teacher.

TITLE: Career Association Cards

PUBLISHER: Developmental Learning Mat.

DESCRIPTION: Teaches the ability to see that objects, people, and careers are related in some way, that they belong together, as an important step toward thinking in categories and high-level concepts.

TITLE: Career Awareness: A Primary Introduction To Career Education

PUBLISHER: Society for Visual Education

DESCRIPTION: Five sound filmstrips, teacher's manual and student activity book for Levels 1-3. Titles in the series include: I Have A Body, I Have A Brain, The Work People Do, I Can Do Things, I Can Make Choices.

TITLE: Career Canasta

PUBLISHER: Developmental Learning Mat.

COPYRIGHT: 1977

DESCRIPTION: Play a game of canasta with a deck of 48 illustrated playing cards consisting of 8 career-cluster suits, each cluster representing an occupation.

TITLE: Career Card File

PUBLISHER: Developmental Learning Mat.

COPYRIGHT: 1976

DESCRIPTION: Offers practical classroom-tested ideas for the development of reading and arithmetic skills as a by-product of investigating the career of nine different occupations.

TITLE: Career Crossword

PUBLISHER: Developmental Learning Mat.

COPYRIGHT: 1976

DESCRIPTION: Was designed to stimulate career awareness in a variety of field for the older students as well as to encourage development in vocabulary and language.

TITLE: Career Decisions Game

AUTHOR: Tony Plaskonons & Sam Savity

PUBLISHER: Instructo/McGraw-Hill

COPYRIGHT: 1976

DESCRIPTION: Components: 1 gameboard mover, 1 record round mover, 10 good luck cards, 10 bad luck cards, 30 conscientious worker cards, 24 education cards (six color sets), script money, dice with teachers guide. This game offers a way to investigate the "World of Work" through game type situations.

TITLE: Career Education Series

PUBLISHER: Coronet Instructional Mat.

DESCRIPTION: The purpose of this series is to raise, in young children, a recognition of the world of work.

TITLE: Career Environment Cards

PUBLISHER: Developmental Learning Mat.

COPYRIGHT: 1976

DESCRIPTION: May be used to stimulate motor and visual imagery, encourage verbalization of ideas suggested by the pictures, formulate statements relating the two pictures, and provide an interest in career alternatives.

TITLE: Career Flip Book

PUBLISHER: Developmental Learning Mat.

COPYRIGHT: 1976

DESCRIPTION: A game of matching careers tools, and environment.

TITLE: Career Identity Cards

PUBLISHER: Developmental Learning Mat.

COPYRIGHT: 1975

DESCRIPTION: A set of career identity cards depicting familiar career related objects which may be used to stimulate motor and visual imagery, encourage verbalization of ideas suggested by the pictures, formulate statements relating the two pictures, and to provide an interest in career alternatives.

TITLE: Career & Life Planning Guide

AUTHOR: John Loughary & Theresa Ripley

PUBLISHER: Follett Publ. Co.

DESCRIPTION: This book helps students and adults plan what they want to do with their life. Through a series of self-assessment exercises and advice on how to think about particular life problems, the authors teach you how to control your own life.

TITLE: Career Puzzles

PUBLISHER: Teaching Resources, A New York Times Company

DESCRIPTION: A set of eight picture puzzles with straight cuts. The full-color photographs show men and women of various occupations in on-the-job scenes. Each puzzle has eight or twelve pieces. To allow for quick sorting, the pieces of each puzzle are numbered on the back, with a different number for each puzzle.

TITLE: Careers That Help People I & II

PUBLISHER: Jack L. Hartman & Co., Inc.

DESCRIPTION: Integrate an awareness of work values into the framework of community studies. In order to avoid overly idealized view, realistic examinations of jobs studies are carefully presented.

TITLE: Charge It--Using Credit Cards

AUTHOR: Edward Doyle

PUBLISHER: Media Materials

COPYRIGHT: 1976

DESCRIPTION: Discusses the advantages and disadvantages of credit card ownership.

TITLE: Choosing Your Career

AUTHOR: Mercer

PUBLISHER: United Feature Syndicate

COPYRIGHT: 1975

DESCRIPTION: Reading Level 6-7, Interest Level 6-9, Health, Environmental Control, Transportation, Construction, Communication & Media, Business and Office.

TITLE: Comprehensive Career Education System (book)

PUBLISHER: Education Research Marketing, Inc.

COPYRIGHT: 1979

DESCRIPTION: Was developed to create a bridge between school and earning a living by making the students aware of the various occupations available to them from the fifteen major occupational clusters.

TITLE: Comprehensive Career Education System Learning Units

PUBLISHER: Educational Research Marketing, Inc.

COPYRIGHT: Until 1979

DESCRIPTION: Combines subject matter concepts being taught day by day with the Career Ed. concepts, and reinforces the subject matter being taught by making it more relevant to student needs.

TITLE: Developmental Language Lessons

AUTHOR: Charlane W. Mowery & Anne Replogle

PUBLISHER: Teaching Resources, A New York Times Company

COPYRIGHT: 1977

DESCRIPTION: Provides a framework within which to teach basic grammatical structures to children in a conversational setting. The lessons were designed to allow for spontaneous, meaningful interactions between the child and the teacher/clinician, thus keeping imitative language to a minimum.

TITLE: Education for Occupations

PUBLISHER: Eye Gate Media

DESCRIPTION: This series deals directly with the problem of helping the slow learner to contribute to the environment in which he will be living and working. The skills presented here will fit the student with the necessary tools for him to be able to reach his maximum level of vocational competency.

TITLE: Employability Skills Program

PUBLISHER: Wisconsin Vocational Studies Center

AUTHOR: M. Douglas Ray & John Hartz

COPYRIGHT: 1976

DESCRIPTION: It contains a program for a technical school student finishing a course of training and about to enter the world of work. It will prepare him for the job market.

TITLE: English For Everyday Living

AUTHOR: Pallati Sally Shapira & Nell Stiglitz Reitman

PUBLISHER: Ideal School Supply Co.

DESCRIPTION: Designed to provide a complete curriculum for older students with learning difficulties and slow learners in practical "everyday" English and communication skills. Includes important procedures--checking accounts, job applications.

TITLE: Family Life

PUBLISHER: DelMar Publishing Co.

COPYRIGHT: 1970

DESCRIPTION: A series of books written according to the principles of programmed instruction with an answer key for the students to become more aware of his personal developments.

TITLE: Employment Opportunities, The World of Work, and Work Habits and Attitudes

PUBLISHER: Harvest Educational Labs

DESCRIPTION: Filmstrip/cassette programs. These filmstrips are approximately 10 to 15 minutes in length and address career development and job opportunities.

TITLE: Finding Your Job

PUBLISHER: Eye Gate Media

DESCRIPTION: How do you find a job you can hold? How do you write a resume? How do you conduct yourself in a job interview? The set realistically discusses and demonstrates each of these points.

TITLE: Finger Spelling

PUBLISHER: Communication Skill Builders, Inc.

COPYRIGHT: 1976

DESCRIPTION: Teaches digital spelling to the hearing-impaired through the use of drill activities. Uses a media for 3 years and older.

TITLE: Follett Vocational Reading Series

AUTHOR: Lillian Lerner

PUBLISHER: Follett Publ. Co.

COPYRIGHT: 1967

DESCRIPTION: A series of workbooks each containing a story of interest to teenagers. Developed to meet the needs of junior high and senior high school students who have not learned to read at grade level.

TITLE: Foundations For Occupational Planning

PUBLISHER: Society of Visual Education

DESCRIPTION: This set of six, full-color, sound filmstrips, is designed for use in vocational education and guidance classes, with individuals or small groups. Skills, attitudes, and education for jobs at the non-professional level are emphasized.

TITLE: Foundations of Citizenship

AUTHOR: Bernard Shawn

PUBLISHER: Frank E. Richards Pub.Co.

DESCRIPTION: Designed to help develop the socially adequate individuals to function normally within the democratic confines of their community.

TITLE: Fundamental Forms Skills Text For Everyday Living

PUBLISHER: Special Service Supply Co.

COPYRIGHT: 1969

DESCRIPTION: The ordinary business of everyday living requires us to be familiar with and complete numerous types of forms, whether it is for writing a check, purchasing a car, applying for a loan or registering for a Social Security number.

TITLE: Getting A Job

AUTHOR: Florence Randall

PUBLISHER: Fearon Publishing Co.

COPYRIGHT: 1966

DESCRIPTION: Designed to help students have a better chance of achieving success in their search for employment.

TITLE: The Getting Along Series Of Skills

AUTHOR: Thomas Mooney

PUBLISHER: Frank E. Richards Pub. Co.

DESCRIPTION: Five effective workbooks stressing activities in reading, spelling, and arithmetic.

TITLE: Getting & Holding A Job

AUTHOR: Bernard Schneider

PUBLISHER: Frank E. Richards Pub. Co.

DESCRIPTION: A comprehensive worktext developed especially for the Young Adult getting ready to enter the business world. After study, the book is designed to be retained by the reader as a source of special information later in such matters as fringe benefits, social security, union, methods of salary payment, payroll, deductions, federal income tax.

TITLE: Getting Ready For Pay Day

AUTHOR: Margaret Hudson & Ann Weaver

PUBLISHER: Frank E. Richards Pub. Co.

DESCRIPTION: Three books: 1-Checking Accounts, 2-Savings Accounts, 3-Planning Ahead.

TITLE: Getting That Job

AUTHOR: Beatrice F. Dare

PUBLISHER: Follett Publishing Co.

COPYRIGHT: 1966

DESCRIPTION: Vocational Education--Mental Health. Mental Health--Employment. Mental Health--Education.

TITLE: The Happy Housekeepers

AUTHOR: Helen Prevo

PUBLISHER: Frank E. Richards Pub. Co.

COPYRIGHT: 1964

DESCRIPTION: A reading workbook which tells the experiences of two girls working as domestics in three different households.

TITLE: Help Yourself To A Job, Parts I, II, and III

AUTHOR: Yvette Dogin

PUBLISHER: Finney Company

COPYRIGHT: 1965

DESCRIPTION: Worktext material attempts to help prepare for making applications for a job, gives information about how to keep a job and to change a job. Also understanding signs, reading time and using the newspaper ads.

TITLE: Helping Customers

AUTHOR: Barbara Wainer

PUBLISHER: Media Materials, Inc.

COPYRIGHT: 1976

DESCRIPTION: Students learn about charge applications and credit rating forms.

TITLE: How To Choose And Use Stanley Tools

PUBLISHER: Stanley Tools

DESCRIPTION: A combined instruction book and catalog on tools.

TITLE: How To Find A Job

AUTHOR: Roger Francis

PUBLISHER: New Readers Press

COPYRIGHT: 1963

DESCRIPTION: A guide designed to help students choose their occupations.

TITLE: How To Get A Job

PUBLISHER: President's Committee on Employment of the Handicapped.

COPYRIGHT: 1967

DESCRIPTION: A handy guide for jobseekers.

TITLE: How To Get A Job/A Guide For Jobseekers

AUTHOR: William A Frankel

PUBLISHER: U.S. Gov. Printing Office

COPYRIGHT: 1968

DESCRIPTION: Worktext which presents tips on ways to look for a job by pupils who are educable retarded working at a high school level.

TITLE: How To Get A Job And Keep It

AUTHOR: Dorothy Goble

PUBLISHER: Steck Vaughn Company

COPYRIGHT: 1969

DESCRIPTION: A workbook which provides basic information and numerous exercises on how to find a job, make applications for it and successfully complete the job interview. Teacher's manual and key accompanies the worktext.

TITLE: How To Hold A Job

AUTHOR: Stanley Fudell

PUBLISHER: John Day Company

COPYRIGHT: 1967

DESCRIPTION: Curriculum material designed to help mentally retarded teenagers develop attitudes and values necessary to the success of any worker.

TITLE: How To Read A Map

AUTHOR: Richard Wylie

PUBLISHER: Relevant Productions, Inc.

COPYRIGHT: 1974

DESCRIPTION: Personal readign modules with cassette.

TITLE: I Want A Job

AUTHOR: Margaret Hudson

PUBLISHER: Frank E. Richards Publ Co.

DESCRIPTION: Partial contents: Getting A Job --- Getting My Social Security Card --- Finding Out About Jobs --- Apply For A Job --- Having An Interview --- Getting A Work Permit --- Keeping My Job.

TITLE: JSS Instruction Applicants

PUBLISHER: Multi Resource Centers, Inc.

COPYRIGHT: 1971

DESCRIPTION: Provides a group of trainees with enough information and practice so that each can independently locate and interview for job openings.

TITLE: JSS Workbook

PUBLISHER: Multi Resource Center, Inc.

COPYRIGHT: 1976

DESCRIPTION: Helps a person become one who knows how to find a job they want or need.

TITLE: James Job Interview

AUTHOR: Arnold Livingstone

PUBLISHER: Janus Book Publisher

COPYRIGHT: 1977

DESCRIPTION: This book can help a person make a good impression during a job interview. It gives helpful hints on what applicants do right and wrong.

TITLE: Jerry Works In A Service Station

AUTHOR: Jewel Wade

PUBLISHER: Fearon Publishers,

COPYRIGHT: 1967

DESCRIPTION: Content identifies ways in which his teacher prepares Jerry for his job, the pleasures and frustrations of working and the contacts Jerry has with John a high school dropout.

TITLE: The Job Ahead Series

AUTHOR: H. R. Goldberg

PUBLISHER: S. R. A.

COPYRIGHT: 1963

DESCRIPTION: Introduces the concept of occupational guidance while developing language arts skills. Content features high interest-low reading difficulty material. Provides reading instruction and information about the working world for non-academic students.

TITLE: Job Application Skill Text For Work World Candidate

PUBLISHER: Special Service Supply

COPYRIGHT: 1968

DESCRIPTION: Skill text is arranged and designed as a special supplementary feature to the teaching of essentials in job procurement while simultaneously developing applied techniques in the basic academics.

TITLE: Job Experience Kits

PUBLISHER: S. R. A.

COPYRIGHT: 1970

DESCRIPTION: Work simulation experiences in 30 representative occupations. Generates career exploration and exposes students to real job activities. Complete set-30 pad answer sheets, specimen set, guide and task material.

TITLE: Job Family Series

PUBLISHER: S. R. A.

COPYRIGHT: 1975

DESCRIPTION: 10 cassettes: (1) Jobs in Agribusiness & Natural Resources (2) Jobs In Marketing & Distribution (3) Jobs In Communication & Media

TITLE: Job Inset Puzzle

PUBLISHER: Developmental Learning Mat.

DESCRIPTION: A wooden puzzle of careers.

TITLE: Job Quest Series

AUTHOR: Materials Development Center

PUBLISHER: Materials Dev. Center

DESCRIPTION: This series includes 3 slide-sound presentations:

1. Job Sources-Identification and utilization of different community job sources.
2. Writing about you: Application forms and resumes--step-by-step preparation of the resume and application forms.
3. Interviewing for a Job-Presentation of a two-way need of an interviewer looking for a qualified worker and an interviewee looking for the right job.

TITLE: Job Lab I.

AUTHOR: Marla Peterson

PUBLISHER: Time Share--A Houghton-Mifflin Co.

COPYRIGHT: 1976

DESCRIPTION: This career education program includes fifteen cluster booklets, organized around a particular cluster, or grouping of occupations and cards which contain job titles and descriptions. These materials may be used in guidance settings, as independent study material, or integrated in other subject areas.

TITLE: Job Survival Skills

PUBLISHER: Singer Career Systems

DESCRIPTION: There are 15 units to this which are: Introduction, Education & Training, From Which Point of View, Self-Concept & Employment, Communication, You & Your Supervisor, You and Your Co-Worker, Successful Job Behavior, Job Seeking Skills, Packaging Your Skills; Appearance, Resume, Application, Interview, Summarizing, Individual Assessment.

TITLE: Jobs From A - Z

PUBLISHER: Frank E. Richards

AUTHOR: Yvette Dogin

DESCRIPTION: A graphically illustrated worktext designed to stimulate interest in and familiarize the student with a wide variety of occupations while developing basic reading comprehensive skills.

TITLE: Jobs In Your Future

AUTHOR: Miram Lee

PUBLISHER: Scholastic Book Services

COPYRIGHT: 1967

DESCRIPTION: Workbook on information of jobs.

TITLE: The Joy of Accomplishment

PUBLISHER: Stanley Tools

DESCRIPTION: A combined catalog and instruction book on how to use Stanley Tools.

TITLE: Keeping That Job

AUTHOR: Beatrice Dare

PUBLISHER: Follett Publisher

COPYRIGHT: 1961

DESCRIPTION: A paperback book that addresses concepts important to a job.

TITLE: Know Your Signs

AUTHOR: Eileen L. & Ambrose Corcoran

PUBLISHER: Frank E. Richards Pub. Co.

COPYRIGHT: 1970

DESCRIPTION: First of 3 book series for Drs. Ed. Teaches basic sign recognition.

TITLE: Knowing How To Budget & Buy

AUTHOR: Herbert & Edna Bohlman

PUBLISHER: Follett Educational Corp.

COPYRIGHT: 1968

DESCRIPTION: Consumer education workbook which covers the need for budgeting the proportions of income that is likely to be used on each budget item. Hints on buying wisely and other guidelines for sensible money management are included.

TITLE: Language Rehabilitation Program

AUTHOR: Rosalind Hain & Harriet Lainer

PUBLISHER: Teacher Resource Corp.
A New York Times Company

COPYRIGHT: 1977

DESCRIPTION: Language teaching materials applicable to adults' interest and activities. The purpose of this program is to help the asphasic improve his or her ability to express thoughts in simple, well-formed sentences. It consists of picture cards that visually portray sentence structures of various levels of complexity. The cards are an integral part of the linguistic program

TITLE: Lawson Training Kit Program

AUTHOR: Gary Lawson

PUBLISHER: Cal Central Press
(continued on next column)

COPYRIGHT: 1968

DESCRIPTION: A kit assembled by students at Jessie Baker Training School on preparing for various jobs.

TITLE: Learn To Earn

AUTHOR: Jack Hyde

PUBLISHER: Mafex Associates

COPYRIGHT: 1971

DESCRIPTION: A paperback high interest /low vocabulary content text/workbook to help a student better understnad in-school work experience phase of high school work study programs and to make the transition from schools to community work experiences.

TITLE: Learning Staircase

AUTHOR: Lila Coughran & Marilyn Goff

PUBLISHER: Learning Concepts

DESCRIPTION: An innovative program designed to systematically evaluate and provide remediation for the needs of special children. The program includes a comprehensive assessment instrument so that individual prescriptions can be composed of 20 criterion-referenced modules provide teachers with a powerful set of instructional techniques and materials.

TITLE: Looking Into The Future

AUTHOR: Ellen Glassor

PUBLISHER: Frank E. Richards Pub.Co.

DESCRIPTION: This book is designed to assist students in preparation for many occupations which demonstrate certain skills to master to become self-sufficient in the world of work.

TITLE: Money Flashcards

PUBLISHER: Mafex Associates

DESCRIPTION: A pre-vocational kit. A packet of flashcards to teach money concepts.

TITLE: My Job Application File

AUTHOR: Charles Kahn

PUBLISHER: Janus Book Publisher

COPYRIGHT: 1975

DESCRIPTION: This book serves two purposes. (1) Students are to gain direct practical experience in successfully completing applications for employment. (2) After completing forms the book is to serve as reference "file" for use in making applications for employment.

TITLE: The New American Farmer

PUBLISHER: Eye Gate Media

DESCRIPTION: This set investigates modern farming techniques which have been revolutionized since earlier times. Modern science has helped the farmer vastly improve his stock and produce.

TITLE: Now You Know About People

PUBLISHER: Encyclopedia Britannica

DESCRIPTION: Who Works? Where people work. When people work. Why people work. Work you can do. Each section has 6 books, 5 records, 33 1/3 rpm or 5 cassettes teachers guide.

TITLE: Nurses Aide

AUTHOR: Evelyn Knoedler

PUBLISHER: DelMar Publishers, Inc.

COPYRIGHT: 1963

DESCRIPTION: Developed to provide an opportunity for men and women to learn to develop and improve skills to give better patient care.

TITLE: Occupational Education Fact Finding Series

PUBLISHER: Special Service Supply

COPYRIGHT: 1969

DESCRIPTION: Three workbooks developed to acquaint and give your student practice in looking up the essentials and incidentals of everyday fact finding.

TITLE: Occupational Exploration Kit

AUTHOR: Lawrence L. Belanger

DESCRIPTION: Students explore a wide variety of occupations. They examine requisite abilities and education in relation to their own achievements, as well as how specific jobs might satisfy personal objectives and interests. The low reading level makes material accessible to almost all students in high school.

TITLE: Occupational Notebook Program

AUTHOR: Iva Dean Cook

PUBLISHER: Opportunities for Learning

COPYRIGHT: 1972

DESCRIPTION: This is a full course which deals with the basis of the world of work, teaching students to anticipate and prepare for situations they'll encounter on the job. The program includes a teacher's guide and an individual student notebook.

TITLE: Occupation Matchups

PUBLISHER: Developmental Learning Mat.

COPYRIGHT: 1976

DESCRIPTION: This game is an approach in developing important readiness skills such as matching, discrimination, memory, and language.

TITLE: Occupation Photographs

PUBLISHER: Developmental Learning Mat.

COPYRIGHT: 1976

DESCRIPTION: Was designed to provide career awareness for the older student as well as to provide visual perceptual skills.

TITLE: Occupation Work Hunt I

PUBLISHER: Developmental Learning Mat.

COPYRIGHT: 1975

DESCRIPTION: Was designed to provide career awareness for the older student as well as to provide visual-perceptual practice skills.

TITLE: Occupation Work Hunt II

PUBLISHER: Developmental Learning Mat.

COPYRIGHT: 1975

DESCRIPTION: Was designed to provide career awareness for the older student as well as to provide visual-perceptual practice skills.

TITLE: People At Work, Set I

PUBLISHER: Jack Hartman & Co., INc.

DESCRIPTION: This set surveys four groups of related jobs to help young children become aware of the great variety of work performed in each career field. Focus on real people working at real jobs.

TITLE: People At Work, Set II

PUBLISHER: Jack Hartman & Co., Inc.

DESCRIPTION: The second set examines four additional occupational areas. Presents a wide cross-section of workers. Series meets vital career education needs by helping children to see the many job roles available.

TITLE: People Know Me

AUTHOR: Melvin Davidson

PUBLISHER: Perceptual Press

COPYRIGHT: 1970

DESCRIPTION: Book on different forms that a person may have to complete at sometime or another.

TITLE: People Materials

PUBLISHER: Relevant Productions, Inc.

COPYRIGHT: 1977

DESCRIPTION: Apply: Unemployment, Benefits, Basic Skills/School Applications, Hospital Admittance, Insurance, Credit Application, Driver's License, Bank Loans, Letter's of Application, Work Application, Welfare, Workmen's Compensation, Food Stamps, Tax Forms, Social Security Number, Medicaid.

TITLE: Project ISU

AUTHOR: E. Vanderhan, et.al.

PUBLISHER: Howard Tolonen
Dir. of Special Services
1018 South 1st Street
Stillwater, Minnesota

DESCRIPTION: Auto Insurance, Bank Certificate, Bank Loans, Budgets, Civil Service Jobs, Choosing the Make, Model, and Style of a Used Car, Communicating On The Job, Contracts, Correcting Computer Billing, Credit - Buy It On Change, Distracting Habits and Motions, Draft Deferments Etc., Following Written Directions, For the Shock Of Your Life, Gas & Electric Bill, Health Insurance, Help Want Ads--Understand Words And Abbreviations, Homeowners Insurance Policy, How Employers Rate You, How Not To Be Taken, I Want It And I Want It Now, Income Tax Forms, Informal Invitations, Introductions, Itemizing Deductions, Keeping Records, Life Insurance, Map Legend: Learning To Use A State Map, 1972 Bibliography, Non-Following Verbal Instructions, Registering For The Draft, Road Map, Safe Deposit Box, Selling Your Car: How To Sell Your Car Outright, Shop For Credit, Social Security: You Pay It On Every Check, So You Lost Your Job, So You Went And Bought A Car, Telephone Bills, The Time Of Your Life, Travelers Checks, 24 Hour Deposit, Understanding Your Pay Stub, The United States Army, U.S. Navy, The Uses Of Tax Money, Where To Buy A Used Car, Your Duties As A Tenant, Your First Appointment, Your Rights As A Tenant, Your Rights If Your Are Arrested.

TITLE: Real People At Work

AUTHOR: Lawrence J. Marquit

PUBLISHER: Educational Research Council of America

DESCRIPTION: Ten Cluster Classification Occupatiosn Book of low reading level and cassettes in each series.

TITLE: Real World

PUBLISHER: King Features Syndicate

DESCRIPTION: A newspaper that presents life and work. For use with secondary students.

TITLE: Rochester Occupational Reading Series

AUTHOR: Herman Goldberg & Winifred Brumber

PUBLISHER: Syracuse University Press

DESCRIPTION:

TITLE: Self-Concept And Work

AUTHOR: Mrs. Martha White

PUBLISHER: Relevant Productions, Inc.

COPYRIGHT: 1975

DESCRIPTION: Will help student to see self and understand their feelings about themselves.

TITLE: Service Occupations

AUTHOR: Sara Throop & Kathryn Hunter

PUBLISHER: Frank E. Richards Pub. Co.

COPYRIGHT: 1974

DESCRIPTION: This workbook tells step-by-step just how any young adult can make an important place for himself or herself in today's world.

TITLE: Skills At Work Unit 1-4

PUBLISHER: Teaching Resources

COPYRIGHT: 1977

DESCRIPTION: This filmstrip series can help children begin to develop a clear and realistic understanding of the rate of work and the purpose of individual occupations. Skills At Work consists of four units with four occupations in each unit.

TITLE: Small Parquetry Design II

PUBLISHER: Developmental Learning Mat.

DESCRIPTION: This set of 20 cards presents more complex designs than Level I calling upon a greater degree of abstraction. Size of cards has been increased to 8 3/4" to 7½", utilization of more small parquetry blocks is required. Designs afford a challenge in visual memory and pattern structuring.

TITLE: So Many Jobs To Think About Set I & II

PUBLISHER: Jack Hartman & Co., Inc.

DESCRIPTION: Both sets in this series are designed to make students aware of them. See what you do on the job and learn about training and background required.

TITLE: Stories About Workers

AUTHOR: Ben Plitch

PUBLISHER: Frank E. Richards, Pub.Co.

DESCRIPTION: Fifteen stories depicting various kinds of occupations available to those seeking employment. Each story familiarizes the student with the duties, pertinent requirements, vocabulary and suggested appropriate behavior to qualify for these occupations.

TITLE: Succeeding At Work Books 1-7

AUTHOR: Margaret Hudson & Ann Weaver

PUBLISHER: United Transparencies, Inc.

DESCRIPTION: These worktexts, each approximately 15 pages in length, address the following topics: Good Manners, Learning More About Your Job, Following Rules, Keeping Safe At Work, Keeping Healthy At Work, Taking A Vacation. There is a set of transparencies for each title.

TITLE: Suggested Curriculum For Use In Office

AUTHOR: Linda Rice & Ellenda Ward

PUBLISHER: Cabell County Schools

COPYRIGHT: 1973

DESCRIPTION: A curriculum unit prepared to give suggestions on teaching office occupations.

TITLE: Student Guide To Writing A Journal

PUBLISHER: Northwest Reg. Ed. Lab

COPYRIGHT: 1977

DESCRIPTION: Helps organize the procedures of writing a journal.

TITLE: Taking Stock

AUTHOR: Beatrice Dare

PUBLISHER: Follett Publishing Co.

COPYRIGHT: 1966

TITLE: Target Vocational Transparencies

PUBLISHER: Mafex Associates

DESCRIPTION: A packet of 35 transparencies to be used to teach students how to fill out various kinds of forms.

TITLE: Teen-Agers At Work

AUTHOR: Yvette Dogin

PUBLISHER: Frank E. Richards

DESCRIPTION: An introduction to a work study program. A variety of instructional materials in English, Arithmetic, Social Studies, makes this more than just a typical job orientation workbook.

TITLE: Teen-Agers Prepare For Work

AUTHOR: Esther O. Carson

PUBLISHER: Allen Company

COPYRIGHT: 1968

DESCRIPTION: Emphasizes the acquiring of skills with the accent on vocabulary.

TITLE: The Job Box. Pacemaker Vocational Resource Module

PUBLISHER: Fearon-Pitnam Pub. Co.

COPYRIGHT: 1978

DESCRIPTION: A vocational resource module designed for special needs students at the junior high and high school level. It can also be used in Adult Education.

TITLE: Typing Course

AUTHOR: Edward Fry

PUBLISHER: Dreier Educational Systems

COPYRIGHT: 1969

DESCRIPTION: A simple typing course that even elementary children can achieve in.

TITLE: Typing Our Language

PRODUCER: Scott Foresman

COPYRIGHT: 1972

DESCRIPTION: Self directing text allow pupils to build speed and accuracy in typing to learn individually or in groups with minimum teacher supervision. Series includes workbooks, teachers edition, overhead visuals and rate record cards.

TITLE: The Unemployed Uglies

AUTHOR: Richard Howard

PUBLISHER: Frank E. Richards Pub.Co.

DESCRIPTION: This is a course of what not to do on the job. The set consists of 20 pads of 20 cartoons and jingles. The cartoons are meant to trigger a class discussion and are designed for a six-week project of about 20-30 minutes per day with field trips and culminating project. The suggestions offered are for launching the thought process for the teacher. Naturally, they will be adapted to individual teaching methods.

TITLE: Unemployment is Noncents

AUTHOR: Gary Lawson

PRODUCER: Gary Lawson

COPYRIGHT: 1970

DESCRIPTION: Workbook to provide students with a source to which he could refer to whenever the need should arrise during unemployment.

TITLE: Using Money Series

AUTHOR: John D. Wool

PUBLISHER: Frank E. Richards Pub. Co.

COPYRIGHT: 1972

DESCRIPTION: A series of four workbooks dealing with money concepts, skills and management.

TITLE: Utilities/Communications

PUBLISHER: AVID Corporation

DESCRIPTION: The proper use of the telephone in both a private and business setting is stressed. Practical examples are provided, using teenagers as subjects. In addition, a basic introduction to modern-day communications and transportation is made, with emphasis on the mail service and public transportation.

TITLE: What Could I Be?

AUTHOR: Walter M. Lifton

PUBLISHER: S. R. A.

COPYRIGHT: 1974

DESCRIPTION: Workbook on different vocations.

TITLE: Why We Work

PUBLISHER: Jack L. Hartman & Co., Inc.

DESCRIPTION: Concepts embodied within are the basis of any successful Career Education Curriculum. Emphasis different reasons we work various aspects of work. It helps students develop a broad and more realistic understanding of work.

TITLE: Wide World of Work

PUBLISHER: ATC Publishing Corp.

DESCRIPTION: Program designed to make elementary grade children aware of what people do in the world of work. Includes an overview of some of the many ways that people make a living, support themselves and their families and gain personal satisfaction from life.

TITLE: Work For Everyone

AUTHOR: Helen Prevo

PUBLISHER: Frank E. Richards Pub.Co.

DESCRIPTION: A vocational worktext in which fourteen young adults discuss their experiences in obtaining employment and descriptions of their jobs. Exercises and texts.

TITLE: Work-Widening Occupational Kit

PUBLISHER: S. R. A.

COPYRIGHT: 1967

DESCRIPTION: Gives each student an opportunity to explore areas of career opportunity. Helps expand his knowledge of working world related jobs and his own abilities and interests and to learn more about the education he will need for various occupations. Contains color filmstrips, five illustrated booklets and job descriptions in fictional situations.

TITLE: Workers Of The Community

PUBLISHER: Eye Gate Media

DESCRIPTION: This set allows each student to gain insight into the importance of each community service. We develop valuable understandings related to the workers who keep our communities operational.

TITLE: Working Together Careers

PUBLISHER: Developmental Learning Mat.

COPYRIGHT: 1977

DESCRIPTION: Is designed to increase students in world of work and the interrelationship of various occupations through matching clue phrases to job titles in general career categories.

TITLE: Workstyles/Lifestyles

PUBLISHER: Eye Gate Media

DESCRIPTION: Each strip presents interviews with the persons involved and then discusses how and why they achieved their present positions in both life and work.

TITLE: The World Of Work

AUTHOR: Kay Koschmick

PUBLISHER: New Readers Press

DESCRIPTION: This book tells about kinds of jobs, where the jobs are, where to get counseling and training. It explains the special language of want ads and gives tips on the art of job interviewing.

TITLE: World of Work: Reading In Interpersonal Relationship

PUBLISHER: McGraw-Hill

COPYRIGHT: 1969

(continued on next column)

DESCRIPTION: Designed for Junior and Senior High School students with particular emphasis on the urban non-college-bound youngster who may enter the job market at an early age.

TITLE: The World Of Work: Vocational Opportunities

PUBLISHER: Eye Gate Media

DESCRIPTION: Although the student may be completely ignorant about certain job opportunities, these filmstrips will show and create interest in them.

TITLE: Written Language Cards-Careers

PUBLISHER: Developmental Learning Mat.

COPYRIGHT: 1975

DESCRIPTION: Provide multisensory experience for all ages.

TITLE: You And Your Needs

AUTHOR: Beatrice F. Dare

PUBLISHER: Follett Publishing Co.

COPYRIGHT: 1966

DESCRIPTION: These concise, easy-to-read booklets teach the values and social skills needed in our society. Lively stories convey the information. Exercises require application of the information given in the texts.

TITLE: Your And Your World

AUTHOR: Willeta R. Bolinger

PUBLISHER: Fearon Publishing Co.

COPYRIGHT: 1962-64

DESCRIPTION: Teacher's Manual and answer book. A social studies text with high interest/low vocabulary.

TITLE: You Said It

AUTHOR: Margaret Andrews

PUBLISHER: McGraw-Hill

COPYRIGHT: 1970

DESCRIPTION: A series about you and your future. Title of the Series is Opportunity Knocks.

TITLE: Your Working Future

PUBLISHER: Encyclopedia Britannica

DESCRIPTION: Explores a cross-section of occupations in community, technical, and personal services. Each unit aims to help young people make effective decisions about a suitable career and to identify the skills necessary to meet the requirements of a chosen career field.

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Menomonie, Wisconsin

DESCRIPTION: This publication covers TOWER, JEVS, Singer, TAP, WREST, McCarron-DIAL, and VALPAR.

TITLE: Activity Interests and Occupational Choice

AUTHOR: Kuder Frederic

PUBLISHER: Science Research Assoc.

COPYRIGHT: 1977

DESCRIPTION: A resource book useful to people working in career education and curriculum development. Discusses how interests are measured and evaluated and through research, shows how these interests relate to success and satisfaction in careers.

TITLE: The Assessment of Career Development

PUBLISHER: Houghton-Mifflin--The American College Testing Program

COPYRIGHT: 1973

DESCRIPTION: The Assessment of Career Development collects information on the progress you and your classmates have made in answering the questions.

TITLE: Career Concepts

PUBLISHER: Science Research Assoc.

AUTHOR: A. J. Holloway & J. T. Naper

DESCRIPTION: An inventory which allows students to review their understanding of concepts presented in the career concept lessons. For grades 5-7.

TITLE: The Career Development Inventory

AUTHOR: D.E. Super, M.J. Bohn, Jr.
D.J. Forrest, J.P. Jordaan,
R.H. Lindeman, A.S. Thompson

PUBLISHER: Teacher's College, Columbia University, New York

COPYRIGHT: 1971

DESCRIPTION: The questions in the inventory can help teachers and counselors offer the kind of help which high school students want and need in planning and preparing for a job after graduation, for vocational and technical school training, or for going to college.

TITLE: Career Education Needs Assessment

PUBLISHER: West Virginia Dept. of Education

COPYRIGHT: 1977-78

DESCRIPTION: This report presents the results of 2 needs assessment studies conducted in the area of career education by the Dept. of Education, State of West Virginia.

TITLE: Career Education -- Cognitive Questionaire 1-3

PUBLISHER: Minnesota Research Coordinating Unit for Voc. Ed.
University of Minnesota
Minneapolis, Minnesota

COPYRIGHT: 1975

DESCRIPTION: 1-3 C.E.C.Q. is a group administered, 40 item, drawn picture test printed in booklet form. It is designed to measure the extent to which students are aware of the world of work.

TITLE: Career Education Cognitive Questionnaire 4-6

PUBLISHER: Minnesota Research Coordinating Unit for Voc. Ed.
University of Minnesota
Menneapolis, Minnesota

COPYRIGHT: 1975

DESCRIPTION: The purpose of this questionnaire is to determine your understanding about certain aspects of the world of work.

TITLE: Career Education Cognitive Questionnaire 7-9

PUBLISHER: Minnesota Research Coordinating Unit for Voc. Ed.
University of Minnesota
Minneapolis, Minnesota

COPYRIGHT: 1975

DESCRIPTION: The purpose of this questionnaire is to assess your understanding of certain aspects of the world of work.

TITLE: Career Maturity Inventory Theory & Research Handbook--Competence Test, Admin. & Use Handbook

AUTHOR: John O. Crites, Ph.D.

PUBLISHER: CTB/McGraw-Hill

COPYRIGHT: 1973

DESCRIPTION: This handbook for the Career Maturity Inventory presents the theoretical background and summarizes the accumulated research on CMI's psychometric characteristics. The rationale for the CMI is discussed first, and then the results of studies which have been conducted with it are reviewed. A separate Administration and Use Manual for the CMI is also available.

TITLE: Chicago Jewish Vocational Service--A Scale of Employability for Handicapped Persons

PUBLISHER: Materials Dev. Center
Stout Voc. Rehab. Institute
University of Wisconsin
Menomonie, Wisconsin

COPYRIGHT: 1959

DESCRIPTION: The general purpose of this project is to develop a scale for evaluating the employability of vocationally handicapped individuals.

TITLE: Client Rating Instruments for Use in Vocational Rehabilitation Agencies

PUBLISHER: Materials Dev. Center
Stout Voc. Rehab. Institute
University of Wisconsin
Menomonie, Wisconsin

TITLE: Comprehensive Career Assessment Scales

AUTHOR: S.L. Jackson & P. M. Goulding

PUBLISHER: Learning Concepts

DESCRIPTION: Measures student and teacher interest and familiarity with 75 occupations in the career clusters identified by the U.S. Office of Education.

TITLE: Concept As A Worker

TITLE: Deaf Evaluation And Adjustment Feasibility: Guidelines For The Vocational Evaluation of Deaf Clients

AUTHOR: D. Watson

PUBLISHER: National Association for the Deaf
Silver Springs, Maryland

TITLE: Differential Aptitude Tests

AUTHOR: G.K. Bennett, H. Seashore, and A. Wesman

DESCRIPTION: A paper-pencil test that may be hand or machine scored that tests the students aptitude in verbal reasoning, numerical ability, abstract reasoning, clerical speed and accuracy space relations, spelling and language usage. Normed on grades 8-11.

TITLE: Edwards Personality Inventory

AUTHOR: Allen L. Edwards, Ph.D.

PUBLISHER: Science Research Assoc.

COPYRIGHT: 1967

DESCRIPTION: This inventory was designed to measure a large number of personality characteristics in which normal individuals vary.

TITLE: Exceptional Educational Needs Identification Instrument

PUBLISHER: Wisconsin Vocational Studies Center

DESCRIPTION: An instrument used to collect data to be used for program planning and implementing for the disabled at the secondary, post-secondary and higher education levels.

TITLE: Guidelines for Organization and Operation of Vocational Evaluation Units--A Training Guide. Fourth Institute on Rehab. Services

PUBLISHER: Dept. of Rehab. & Manpower Services, Univ. of Wisconsin.

COPYRIGHT: 1966

DESCRIPTION: It provides units with a method for evaluating their services and to communicate their program to referral sources and in hopes that the materials may help in bringing about reapproachment among vocational evaluation personnel on such topics as the role and scope of evaluation in rehabilitation and standards for the operation of Evaluation Units.

TITLE: Job Quest Series #1, #2, #3

PUBLISHER: Materials Development Center
Stout Voc. Rehab. Institute
University of Wisconsin
Menomonie, Wisconsin

DESCRIPTION: Job #1 is Job Sources, Job #2 is Writing About You, Job #3 is Interviewing for a Job.

TITLE: Kuder DD Occupational Interest Survey Interpretive Leaflet

PUBLISHER: Science Research Assoc.

COPYRIGHT: 1974, 1970, 1966

TITLE: Kuder Interest Inventory (Sample Packet)

PUBLISHER: Science Research Assoc.

DESCRIPTION: This inventory compares the level of an individual's interests in 10 broad vocational areas with those of national representative samples of students in grades 6-8, or 9-12.

TITLE: MDC Behavior Identification Format

PUBLISHER: Materials Dev. Center
Dept. of Rehab. & Manpower Services
School of Ed.
Univ. of Wisconsin-Stout
Menomonie, Wisconsin

COPYRIGHT: 1974

DESCRIPTION: The MDC Behavior Identification Format has been developed as an aid to the observation, identification, and recording of work and work-related behaviors which may limit or enhance employment opportunities.

TITLE: Minnesota Vocational Interest Survey

AUTHOR: K.E. Clark, & D.P. Campbell

PUBLISHER: Psychological Corp. N.Y.

DESCRIPTION: An inventory to provide systematic information on the interest patterns of men in nonprofessional occupations. It is intended to aid counselors working with students and others who are contemplating occupations at the semiskilled and skilled levels.

TITLE: Modeling: A Work Adjustment Technique

PUBLISHER: Materials Dev. Center
Dept. of Rehab. & Manpower Services
Univ. of Wisconsin-Stout
Menomonie, Wisconsin

TITLE: Observation and Client Evaluation In Workshops--A Guide & A Manual

PUBLISHER: Materials Dev. Center
Univ. of Wisconsin-Stout
Menomonie, Wisconsin

DESCRIPTION: The purpose of this observation manual and guide is twofold: first, it hopes to convey to workshop staff an understanding of those aspects of work behavior that research has shown to be of particular importance and to make observation of those areas by floor supervisors habitual; second, it hopes to improve the use of observations by floor supervisors in these areas through providing examples of how the observations can be used consciously and meaningfully in understanding the behaviors of clients and in planning to help clients bring about changes in that behavior.

TITLE: Ohio Vocational Interest Inventory

AUTHOR: A.G. Casta, D.W. Wineforder, J.G. Odgers, and P.B. Koons

PUBLISHER: Harcourt, & Brace

DESCRIPTION: A survey of interests as they relate to the world of work.

TITLE: Orientation to COATS

PUBLISHER: Materials Development Center
Univ. Wisconsin-Stout
Menomonie, Wisconsin

DESCRIPTION: A slide/tape program that describes the COATS evaluation system as one that relies heavily on audio-visual materials and goes beyond work samples to assess literacy and job attitudes, and to provide job matching.

TITLE: Orientation to Dexterity Tests

PUBLISHER: Materials Dev. Center
Univ. of Wisconsin-Stout
Menomonie, Wisconsin

DESCRIPTION: A slide-tape program that describes six commercially available finger and manual dexterity tests that are commonly used in work evaluation.

TITLE: Orientation to Hester

PUBLISHER: Materials Dev. Center

DESCRIPTION: A slide/tape program which describes the Hester evaluation system as one that uses a trait- and -factor approach which results in a computer - provided report.

TITLE: Orientation to JEVS

PUBLISHER: Materials Dev. Center

DESCRIPTION: A slide/tape program that describes the JEVS work sample battery of consisting of 28 tasks to be performed in a simulated work setting. Required reading is at a 4th grade level.

TITLE: Orientation to MICRO TOWER

PUBLISHER: Materials Dev. Center

DESCRIPTION: A slide/tape program that describes the MICROTOWER as a group administered aptitude evaluation technique which also provides occupational information for a wide range of client disabilities.

TITLE: Orientation to Singer System

PUBLISHER: Materials Dev. Center

DESCRIPTION: A slide/tape program that orients the viewer to the Singer vocational evaluation system which is described as an audio-visual/hands on that provides both a vocational assessment and occupational exploration.

TITLE: Orientation To Talent Assessment Programs (TAP)

PUBLISHER: Materials Dev. Center

DESCRIPTION: A slide/tape program that orients the viewer to the TAP, which is described as a nondiscriminatory battery, composed of 10 action instruments to measure characteristics applicable to work in industrial or technical lines. This functional level assessments of career related aptitudes-assesses manual and finger dexterities and perceptual skills.

TITLE: Orientation to the McCarron Dial Evaluation System

PUBLISHER: Materials Dev. Center

DESCRIPTION: A slide/tape program that orients the viewer to the McCarron Dial Evaluation System (M.D.E.S.) which is described as a system designed to assess--brain behavior function on five factors related to vocational competency which is designed for the placement of the mentally retarded.

TITLE: Orientation to TOWER

PUBLISHER: Materials Dev. Center

DESCRIPTION: A slide/tape program that describes the TOWER System of vocational evaluation as employing 94 work sample tasks which represent 14 occupational areas.

TITLE: Orientation to Valpar

PUBLISHER: Materials Dev. Center

DESCRIPTION: This slide/tape program describes the VALPAR as a series of work samples emphasizing the assessment of physical capacities.

TITLE: Orientation to VIEWS

PUBLISHER: Materials Dev. Center

DESCRIPTION: Slide/tape program that orients the viewer to the VIEWS vocational evaluation system that includes a battery of hands-on activities to be used in a simulated work environment.

TITLE: The Prevocational Assessment And Curriculum Guide (PACG)

AUTHOR: D.E. Mithaug, D.K. Mar, and J.E. Stewart

PUBLISHER: Exceptional Education, Pub.

DESCRIPTION: An empirically validated method for developing training programs for handicapped persons who are preparing for sheltered employment. Manual, Summary Profile Sheet, Inventory, Curriculum Guide.

TITLE: Primary Self-Concept Inventory

AUTHOR: D. Muller, & R. Leonetti

PUBLISHER: Learning Concepts

COPYRIGHT: 1974

DESCRIPTION: The primary Self-Concept Inventory is designed to identify children who have a low self-concept. Instructions can be given in both English and Spanish.

TITLE: Program Evaluation for Busy Administrators and Workshop Leader's Guide

PUBLISHER: Northwest Reg. Ed. Lab.

DESCRIPTION: A workshop package to train adminstrators in program evaluation.

TITLE: Psychological Testing of Children

AUTHOR: Stanley D. Klein, Ph.D.

PUBLISHER: Psychological Ed. Publ.

COPYRIGHT: 1975

DESCRIPTION: This manual includes the complete set of articles. By clearly explaining the role of psychological testing in the understanding of individual children, this manual makes an important contribution to effective programs for all children and especially for youngsters who are disabled.

TITLE: Reading -- Free Vocational Interest Inventory

AUTHOR: R. L. Becker

PUBLISHER: American Assoc. on Mental Deficiency, Inc.

DESCRIPTION: This test was designed for use with the non-reading population.

TITLE: San Francisco Voc. Competency Scale

PUBLISHER: Psychological Corporation

DESCRIPTION: The purpose of this scale is to measure the vocational competency of individuals whose primary disability is mental retardation. The scale should not be used with persons under 18 years of age and it is not applicable to individuals with severe hearing, visual, or motor losses. The scales is intended to measure actual performance and not presumptive ability

TITLE: Self-Concept of Ability As A Worker Scale & Measuring The Self Concept of Ability As A Worker

PUBLISHER: Exceptional Children

COPYRIGHT: 1977

DESCRIPTION: The scale described in this journal article employs an interview technique and is intended to be used by teachers and vocational workers. The scale is to aid in teaching and counseling the educable mentally retarded adolescent.

TITLE: Social & Prevocational Information Battery (SPIB)

AUTHOR: A. Halpern

PUBLISHER: CTB/McGraw-Hill, Pub.

DESCRIPTION: The SPIB contains nine tests designed to assess knowledge of certain skills and competencies regarded as important for the community adjustment of EMR students. It is intended for Jr.-Sr. High school levels and is administered orally.

TITLE: Special Occupational Education Catalogue

PUBLISHER: PESCO Co.

DESCRIPTION: A catalog designed to assist administrators, counselors, evaluators and teachers of the disadvantaged and handicapped youth and adults in program planning.

TITLE: Test & Measurements for Vocational Evaluation

AUTHOR: Karl F. Botterbusch

PUBLISHER: Materials Dev. Center

COPYRIGHT: 1973

DESCRIPTION: Provides a resource for test information to evaluators.

TITLE: Thurstone Test of Mental Alert-ness

AUTHOR: L.L. & Thelma G. Thurstone

PUBLISHER: Science Research Assoc.

COPYRIGHT: 1968

DESCRIPTION: A test of general mental ability. It is designed to measure the capacity of an individual to acquire new knowledge and skills and to use these in problem solving.

TITLE: Vocational Assessment Systems Application in Programs Serving Special Needs Population

PUBLISHER: Iowa Dept. of Instruction
Grimes State Office Bldg.
Des Moines, Iowa 50319

COPYRIGHT: 1973

DESCRIPTION: This material was compiled and printed to provide educators and other professional personnel information on career assessment systems.

TITLE: Vocational Diagnostic Interviewing Reference Manual

PUBLISHER: Multi Resource Centers, Inc

COPYRIGHT: 1972

DESCRIPTION: Is a reference manual to accompany a 2-day training program in vocational diagnostic interviewing and to help recall information.

TITLE: Vocational Evaluation (WORK)

AUTHOR: W. A. Pruitt

PUBLISHER: Walter Pruitt Assoc.

DESCRIPTION: A book about the use of work (real and simulated) to evaluate individual potential for work performance and work adjustment.

TITLE: Vocational Evaluation and Work Adjustment Services in Vocational Rehabilitation

PUBLISHER: Materials Dev. Center

DESCRIPTION: This guide defines the essential elements of vocational evaluation and work adjustment programs, identifies problems experienced by state vocational rehabilitation agencies in obtaining high quality vocational evaluation and work adjustment services.

TITLE: Vocational Evaluation Project Final Report

PUBLISHER: Materials Dev. Center
Voc. Eval. & Work Adj. Assoc

COPYRIGHT: 1975

DESCRIPTION: The Vocational Evaluation and Work Adjustment Bulletin is published quarterly by the Voc. Eval. and Work Adj. Assoc. The bulletin is designed to provide practitioners with an understanding of developments in theory and practice for the fields of vocational evaluation and work adjustments.

TITLE: Vocational Planning Inventory Program Manual

PUBLISHER: Science Research Assoc.

COPYRIGHT: 1968

DESCRIPTION: The vocational planning inventory is a comprehensive testing program that yields individual predictions of success in the major voc. curriculum areas.

TITLE: What I Like To Do

AUTHOR: Myers, C.E.

PUBLISHER: Science Research Assoc.

DESCRIPTION: An inventory of students interests.

TITLE: Wide Range Employment Sample Test (WREST)

PUBLISHER: Materials Dev. Center

TITLE: Work Environment Preference Schedule-Manual

AUTHOR: Leonard V. Gordon

PUBLISHER: The Psychological Corp.

COPYRIGHT: 1973

DESCRIPTION: The WEPS should prove useful in the identification of individuals who are particularly adaptable to this type of work environment and also a broader understanding of the characteristics of such individuals.

TITLE: Work Evaluation and Adjustment an Annotated Bibliography

PUBLISHER: Materials Dev. Center

COPYRIGHT: 1973

DESCRIPTION: Since 1969 the MC has published annual bibliographies on work evaluationand adjustment. In order to provide personnel in the field with a single, comprehensive reference to the literature, this bibliography includes entries from all the previously published bibliographies plus new entries for 1973. The resulting comprehensive bibliography contains a total of 801 entries.

TITLE: Work Sample Manual Format

PUBLISHER: Materials Dev. Center

COPYRIGHT: 1977

DESCRIPTION: This format defined and standardized the contents of work sample manuals so that manuals could be developed which contained all the necessary information needed for the construction and use of work samples.

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